

# City of Carmel

The City of Carmel is governed by the Mayor, seven City Council members, a Clerk-Treasurer and a Judge, all of whom are elected. The Mayor appoints directors to oversee the day-to-day operation of the city and its services. Following is a list of the various city departments, their directors and a brief overview of their purpose.

## Office of the Mayor

The Mayor is the chief executive officer of the City. Services include assistance to the citizens and businesses in the community, policy planning, intergovernmental relations, economic development and interaction with department directors on federal funding initiatives.

### Mayor Jim Brainard

One Civic Square

Carmel, Indiana 46032

**Phone:** (317) 571-2401 **Fax:** (317) 844-3498

**Email:** [jbrainard@carmel.in.gov](mailto:jbrainard@carmel.in.gov)

## Community Relations

**Director:** Nancy Heck

**Phone:** (317) 571-2494

**Location:** One Civic Square

**Fax:** (317) 571-2278

Carmel, IN 46032

**Email:** [nheck@carmel.in.gov](mailto:nheck@carmel.in.gov)

This department was established to manage and facilitate the public communications of the City of Carmel. Activities include:

- ⌚ Serving as Carmel's liaison to the media by responding to inquiries, issuing news releases and setting up news conferences and media events;
- ⌚ Publishing the City's newsletter and other informational materials;
- ⌚ Programming Carmel's local government access cable television channel;
- ⌚ Assisting community members with questions or concerns;
- ⌚ Acting as primary point of contact for economic development announcements or initiatives;
- ⌚ Coordinating and facilitating the Carmel Neighborhood Association Network (CNAN), the Carmel Small Business Network (CSBN), Carmel CAN! and other city/community partnerships;
- ⌚ Special event planning and execution;
- ⌚ Working in cooperation with other city departments and community groups on various special projects and promotional activities.

## Department of Administration

**Director:** Steve Engelking                      **Phone:** (317) 571-2403  
**Location:** One Civic Square                      **Fax:** (317) 844-3498  
                 Carmel, IN 46032                      **Email:** sengelking@carmel.in.gov

This Department assists the Mayor in the management of the City's administrative services including:

- ⌚ Human Resources;
- ⌚ Information and Communication Systems;
- ⌚ Purchasing and Contracting;
- ⌚ Maintenance.

**Human Resources** was established under the current administration to manage and facilitate the hiring and employment of the City's more than 400 employees.

**Director:** Barb Lamb  
**Phone:** (317) 571-2465   **Fax:** (317) 571-2409  
**email:** blamb@carmel.in.gov

**Information Systems** builds and maintains all City government computer information and communication systems.

**Director:** Terry Crockett  
**Phone:** (317) 571-2567  
**Email:** tcrockett@carmel.in.gov

## Department of Law

**City Attorney:** Douglas Haney                      **Phone:** (317) 571-2472  
**Location:** One Civic Square                      **Fax:** (317) 571-2484  
                 Carmel, IN 46032                      **Email:** dhaney@carmel.in.gov

The Law Department provides in-house legal services for the City's departments and officials, the City Council, the City's boards, agencies and commissions and municipal utilities. The department also:

- ⌚ reviews all City contracts;
- ⌚ represents the City in legal proceedings;
- ⌚ drafts City ordinances and other legal papers;
- ⌚ prosecutes City ordinance violators;
- ⌚ handles City employment law matters;

- ⌚ coordinates title searches and prepares documents for roadway construction and other public works projects;
- ⌚ represents the public interest in unsafe building and other public health or zoning matters.

## Department of Community Services (DOCS)

<b>Director:</b> Mike Hollibaugh	<b>Phone:</b>	(317) 571-2417
<b>Location:</b> One Civic Square	<b>Fax:</b>	(317) 571-2426
Carmel, IN 46032	<b>Email:</b>	mhollibaugh@carmel.in.gov

The Department of Community Services has a wide range of responsibilities which include:

- ⌚ Staff to Carmel Plan Commission and Board of Zoning Appeals
- ⌚ Enforcement of zoning and building codes;
- ⌚ Community planning and development services;
- ⌚ Issuing building permits, sign permits, banner/special event permits and massage therapist permits;
- ⌚ Ensuring that residential, commercial and industrial development projects meet all legal requirements;
- ⌚ Care and planting of street trees within the City.

## Department of Engineering

<b>City Engineer:</b> Mike McBride	<b>Phone:</b>	(317) 571-2441
<b>Location:</b> One Civic Square	<b>Fax:</b>	(317) 571-2439
Carmel, IN 46032	<b>Email:</b>	mmcbride@carmel.in.gov

The City of Carmel Department of Engineering oversees plans for **new development** and provides **leadership** for the City's infrastructure and construction projects. They oversee new roadway design including the many roundabouts in Carmel and the award winning Keystone Parkway project. This department is also responsible for drainage issues in the City and oversees the Storm Water program.

## Carmel Police Department

<b>Police Chief:</b> Tim Green	<b>Phone:</b>	(317) 571-2500 (non-emergency)
	<b>Emergency:</b>	911
<b>Location:</b> Three Civic Square	<b>Fax:</b>	(317) 571-2512
Carmel, IN 46032	<b>Email:</b>	tgreen@carmel.in.gov

The Carmel Police Department has an authorized strength of 90 officers and 18 civilian employees for 2004 and as Carmel grows, the police force will continue to increase. The department employs state-of-the-art technology to assist its officers in their jobs. It was the first Police Department in the state to equip its patrol cars with video cameras and the second in the state to install computers in all police vehicles. It is also one of the few Police Departments in Indiana to have already earned the designation as an accredited law enforcement agency.     

## Carmel Street Department

<b>Director:</b> David Huffman	<b>Phone:</b> (317) 733-2001
<b>Location:</b> 3400 West 131 <sup>st</sup> Street	<b>Fax:</b> (317) 733-2005
Westfield, IN 46074	<b>Email:</b> dhuffman@carmel.in.gov

The Carmel Street Department maintains the city's streets and right-of-ways. The department is responsible for all preventative maintenance and repair of Carmel's 325 miles of streets. In addition, they maintain the grounds of Civic Square and other city owned properties. They have a new, expanded facility on West 131<sup>st</sup> Street at Shelborne Road.

**Snow Removal:** When the city receives *up to 3 inches of snow*, the Carmel Street Department plows only main streets such as Range Line, Main Street, Gray Road and secondary streets such as Brookshire Parkway, Lakeshore Drive East and West, Spruce Drive and High Drive. When the city receives *3 or more inches of snow*, main and secondary streets are plowed and salted as the snow falls. After the snow stops falling and blowing, the entire city is plowed. It takes more than 24 hours to plow the city's roadways and cul-de-sacs. Salting is routinely done only on main and secondary streets. Bridges, hills, and intersections are also salted as needed.

## Carmel Utilities

<b>Director:</b> John Duffy	<b>Administration Phone:</b> (317) 571-2443
	<b>New accounts and billing:</b> (317) 571-2442
<b>Location:</b> 760 3 <sup>rd</sup> Ave. SW Suite 110	<b>Fax:</b> (317) 571-2439
Carmel, IN 46032	<b>Email:</b> jduffy@carmel.in.gov

Includes the Water Department, which ensures Carmel residents have an ample supply of clean water; the Sewer Department, which handles the safe disposal of the City's sanitary waste; and the Household Hazardous Waste Program, which provides a viable place for Carmel residents to properly dispose of hazardous household products. The Utilities Department also oversees the citywide residential trash and recycling program.

## Joinder Departments

The Department of Community Services, Carmel Clay Parks and Recreation, and the Carmel Fire Department function as both city and township entities. The Mayor of Carmel, however, appoints the Directors/Chief of the Parks and Fire departments.

### Carmel/Clay Parks and Recreation

<b>Director:</b>	Mark Westermeier	<b>Phone::</b>	(317) 848-7275 (PARK)
<b>Location:</b>	1411 East 116 <sup>th</sup> Street Carmel, IN 46032	<b>Fax:</b>	(317) 571-24136
<b>Email:</b>	mwestermeier@carmelclayparks.com		

The Carmel Clay Department of Parks and Recreation is responsible for maintaining and developing all public parkland within the City of Carmel and Clay Township. In addition to these responsibilities, this Department also provides educational and recreational opportunities and events throughout the year.

### Carmel Fire Department

<b>Fire Chief:</b>	Matt Hoffman	<b>Administration Phone:</b>	(317) 571-2600 non-emergency
<b>Location:</b>	Two Civic Square Carmel, IN 46032	<b>Fax:</b>	(317) 571-2615
<b>Email:</b>	mhoffman@carmel.in.gov	<b>Emergency calls only:</b>	911

The Carmel Clay Fire Department is here to protect residents, property owners and visitors from the ravages of fire, accidents, medical emergencies and other incidents jeopardizing life and property. In addition to highly trained personnel and state-of-the-art fire fighting equipment, the department also provides educational events and fire and emergency prevention programs to ensure the safety of the community.